

## Solicit Bids from Master Blanket

Buy4Michigan includes functionality allowing use of the Master Blanket PO as a list of approved vendor distributors who may then be solicited for their price for contract goods or services. Creation of a Bid-enabled Master Blanket requires the Basic Purchaser role. Once the Master Blanket has been Bid-enabled, the Department Access user may create release requisitions against the blanket and select vendor distributors to be invited to bid. Once approved, the requisition auto-generates a Bid Document that must be managed by a Basic Purchaser user from that point forward through the solicitation and award process, to the creation, approval, and the final sending of the Purchase order.

This functionality is appropriate to use with Master Blanket Purchase Orders that have two or more vendor distributors, to obtain the best pricing from the distributors.

### Configure an existing Master Blanket for Solicitations

Be sure you are in the Basic Purchasing role.

Locate the desired Master Blanket. Create a change order, and at the General Tab mark the check box next to Solicitation Enabled. Save & Continue. This is what drives the ability to create solicitations from the blanket.

Change Order (In Progress) - Master Blanket Purchase Order PO-11-AGENCY-01064

Status: 3PS - Sent

General

Items

Subcontractors

Control

Attachments(3)

Summary

Back to PO

PO Number:

PO-11-AGENCY-01064

Release:

0

Short Description\*:

Standby Generators

Status:

3PS - Sent

Purchaser:

DiMuro, Gerard

Receipt Method:

Quantity

Fiscal Year:

2011

PO Type:

Blanket

Department\*:

PURCH - Purchasing Department

Organization:

Managed Shared Organization

Location\*:

PRCH - Purchasing

Solicitation Enabled:

☐

Type Code:

Print Format: \*

PO Change Order

Catalog:

Release Type

Standard Release

Entered Date:

10/13/2011 04:03:15 PM

Alternate ID:

132514

Print Dest Detail:

If Different

Days ARO:

0

Control Code:

Discount %:

0.0

Retainage %:

0.0

Contact Instructions:

Tax Rate:

Actual Cost:

\$303,924.00

Work Order Number :

User last Updated:

Support User

Date Last Updated:

05/14/2012 11:09:42 AM

Save & Continue

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The Master Blanket will now be Solicitation Enabled. All release requisitions against this blanket will now require a closed solicitation process among vendors selected from the distributors list, selected by the department access user before processing the requisition.

If at some later date the agency desires NOT to have the master blanket be solicitation enabled, another change order must be processed to uncheck the Solicitation Enabled checkbox, and release requisitions will return to the customary release against a blanket with open selection of vendor distributors.

In Phase 1, requisitions and requisition approvals will occur in existing systems according to existing processes.

Once a Master Blanket contract has been Solicitation Enabled, the requisitioning process is complete and necessary approvals have been obtained, the solicitation may then proceed.

## Conducting the Solicitation

The **Basic Purchasing** user must open the bid document and input the bid opening date and bid available date. All the other fields normally editable by a Basic Purchasing user may be edited at this point as well, with the exception that the only vendors that may be added to the Bidders list are the distributors on the Master Blanket.

The Basic Purchasing user completes the required fields and submits the Bid for approval, then sends the bid, and conducts the solicitation, revision, bid tabulation and evaluation process like any other solicitation.

Following approval of the bid award, the awarded bid may be converted to a Release PO or POs to the selected vendor(s) with the amount of the PO recorded on the Master Blanket.

Open Market Bid 00001446 - Purchase Order(s) Created Status: 2BPO - Bid to PO

The following Purchase Order(s) were created:

PO #	Vendor ID	Vendor Name	Total	Date Created	Status
PO-12-AGENCY-03027: 2	00000524	RP SCHMIDT & SON LLC	\$4,500.00	05/15/2012	3PI - In Progress

OK

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## Sending the PO and Notifying the Vendor

The resulting Release PO is at the status of In-Progress. A Basic Purchasing user must edit the PO as necessary before submitting for approval, sending the purchase order, and notifying the vendor.

## Updates to the Master Blanket

Once the Release PO goes to '3PS-Sent' status, the control tab of the Master Blanket will be updated to reflect the amount of the PO.

Master Blanket Purchase Order PO-12-AGENCY-03027 Status: 3PS - Sent

General Items Vendor Routing **Control** Attachments(3) Notes Change Orders Reminders Summary

Master Blanket/Contract Begin Date: 05/01/2012 Master Blanket/Contract End Date: 05/01/2013

Cooperative Purchasing Allowed ☒

Organization	Department	Dollar Limit	Dollars Spent to Date	Minimum Order Amount
ALL ORG - Organization Umbrella Master Control	AGY - Agency Umbrella Master Control	\$0.00	\$4,500.00	\$0.00

**i** Dollar Limit set to 0 indicates no limit.

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